

Grey Highlands Public Library Policy

Policy Type:	Operational	Policy Number:	OP-03
Policy Title:	Room Rentals	Initial Policy Approval Date:	July 27, 2022
		Last Review/Revision Date:	July 27, 2022
		Year of Next Review:	2026

Libraries provide access to meeting rooms to bring people together and support activities of the community for educational, cultural, civic, recreational, and charitable purposes. The use of Library rooms is regulated by this policy.

Section 1: Scope

This policy outlines the fees, underlying principles for those fees, the priorities of use, and the conditions for use of meeting rooms, community, and event spaces available for rent from the Library. The Grey Highlands Public Library supports the Canadian Federation of Libraries Association [Statement on Intellectual Freedom and Libraries](#) while also seeking to maintain a welcoming and supporting environment free from discrimination and harassment.

A room booking may be denied if the intended purpose of the booking is likely to promote or would have the effect of promoting, discrimination, contempt, or hatred of any group.

Section 2: Room Booking Priorities

Meeting rooms are primarily provided for Library and Library-related programs and meetings. Once these needs are met, they may be available as public facilities to be booked for meetings, education or training seminars, cultural events, and community interest activities.

Booking Priorities

- Library and co-sponsored programs
- Staff training and meetings
- Library-related groups (e.g.: Friends of the Library)
- Other Municipal departments
- Community Groups and organizations

The Library reserves the right to limit bookings during times when the Library is closed and/or when staff resources are unavailable, or to cancel bookings.

Section 3: Booking a Room

To schedule a room booking, users must:

1. Be over the age of 18
2. Complete a "Request for Room Booking Form" (available from Library staff)
3. Have approval from the CEO to sell goods and services in the Library.

Rooms are available after hours at the discretion of the CEO or designate. Approved after-hour bookings require individuals or organizations to sign out/in a key and sign a Use of Facility Agreement indicating that they will honour the rules of the use of Library facilities.

Section 4: Conditions of Use

1. The registered user of the meeting room will be responsible for any damages incurred to the space, furnishings, or equipment in the room, and will indemnify the Library against all costs associated with such damages.
2. The Library is an alcohol-free facility. Non-alcoholic refreshments and select foods may be served in the meeting room but require CEO approval.
3. The maximum occupancy of the individual meeting rooms must be obeyed by all users. The maximum occupancy for the Millennial Room (Flesherton) is 45. The maximum occupancy for the Markdale meeting room is 50.
4. All users will agree to hold the Library harmless for liability, loss, damage, costs, and/or expenses that may arise.
5. The Applicant agrees to restore the meeting room to its original condition and not to move furniture. Library staff is responsible for setting up the room.
6. The Applicant agrees to abide by the Grey Highlands Public Library's Code of Conduct.
7. The Applicant is to be aware of the Fire Plan and in the event of a fire, follow the approved plan. Candles and open flames are not permitted.
8. The Library encourages all bookings to be made no later than 72 hours prior to the intended event. Under exceptional circumstances, the CEO may approve short notice bookings. Continuous use of the room shall not exceed 6 months at which time the application to renew shall be reviewed by the CEO.
9. The use of media equipment found in the meeting room is included in the booking. Additional equipment must be booked in advance.
10. The key to the Library must be picked up prior to the event by the renter if the meeting is to be held outside of normal Library hours. Keys are signed in and out of the Library at the front desk. Failure to return the key the following day shall result in the organization or individual's privileges to book space on another occasion.
11. The Applicant may cancel a reservation upon verbal or written notice. Notice of less than 48 hours shall result in forfeiture of all rental fees.
12. Rental of the room does not include storage space.
13. Smoking is not prohibited anywhere in the Library.

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Any infraction of the conditions outlined in this section of the policy will result in the cancellation or revocation of the agreement with the registered user. The Library may refuse to rent to that individual or group in the future if serious infractions occur.

Section 5: Fees

The Library's room rental fees are outlined below. Fees must be paid at the time of the booking by cash or cheque. A refund can be issued if the Applicant provides at least 48 hours' notice of cancellation.

Commercial rates: \$10 an hour for a minimum 3-hour booking. \$60 for 8 hours.

Not-for-profit rates: Pay by donation.

Section 6: Publicity & Signage

Publicity and signs by the organization must not imply endorsement by the Library of the content of the program or event. Except for Library co-sponsored events, distribution of promotional material in the library is only permitted on the day of the event and must be removed at the end of the event.

Section 7: Definitions

Rooms: The word "rooms" includes rooms or spaces in Grey Highlands Public Library facilities, including the meeting rooms at the Flesherton and Walter Harris Memorial (Markdale) branches, which are available for booking.

Not-For-Profit Organization: A non-profit organization is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Commercial Organization: All individuals, groups or organizations that operate to earn a profit are commercial groups.

Related Documents

Library Code of Conduct

Appendices:

Appendix A: Use of Facility Agreement

Appendix A

Use of Facility Agreement

Branch: _____

Organization Name (if applicable – please list whether you're profit/not-for-profit):

Contact Name:

Contact's Phone Number: _____

Date(s) & Time(s) Required:

Nature of Gathering:

Special Requirements:

Rental Fee: _____

RULES OF USE OF FACILITY

1. The Applicant shall be 18 years and older.
2. All exits must be kept free from obstruction in accordance with fire and safety regulations.
3. Smoking is not allowed in the building.
4. Financial responsibility for damages to the property during use shall be borne by the applicant.
5. Activities must be confined to the facilities assigned to the applicant in accordance with the permit issued.
6. A booking may be cancelled by providing 48 hours' notice. Failure to notify will require full payment.

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7. The Grey Highlands Public Library Board will not be responsible for personal injury or damage, or for loss, of theft of clothing or equipment of the applicant or anyone attending on invitation of the applicant.
8. The applicant agrees to clean up meeting area, put away equipment turn out lights, turn down heat, and lock up before leaving the library.
9. The use of alcohol is prohibited.
10. The applicant agrees to abide by the Library's Code of Conduct and has read the Library's Room Rental policy.

I _____ have read and personally accept the terms and conditions of use of the meeting room. I am eighteen (18) years of age or older.

Signature: _____

Date: _____

Staff Initials: _____

Personal information is collected under the authority of the Public Libraries Act, RSO 1990. Chap P44. Section 23 Subsection 4. The information provided will be used to book a library meeting room.

The Grey Highlands Public Library is committed to protecting the privacy of personal information in its keeping, within the access and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

Staff Use Only

Staff Signature: _____

Date: _____

Payment Received: Y N

Notes (if any): _____

